

Creating a new case to submit a Proposed Appointment of Special Process Server

1. Log into the Filer's Interface.



The screenshot shows the Franklin County e-Filing website. The header includes the Franklin County e-Filing logo, a navigation bar with links (Welcome, Terms of use, Payment policy, Support), and the text "Electronic Filing" and "powered by eFlex from Tybera". The main content area features a large image of a modern building with the "eFile!" logo. Below the image, it says "Welcome to the Franklin County's e-Filing website." and provides instructions: "This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk. Please review the Terms of Use policy. Thank you for your participation in the use of our new e-filing system." On the right, there is a "Log In" section with the text "Enter your User Name and Password." and input fields for "User Name" (containing "AJSMITH") and "Password" (masked with dots). Below these fields are buttons for "Log In", "Forgot Your Password?", and "Request Account". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

2. Click on **New Case**.



The screenshot shows the Franklin County e-Filing website after login. The header includes the Franklin County e-Filing logo, a navigation bar with links (Home, eFile, Cases, My Profile, Log Out), and the text "Electronic Filing". The user's name "user: SUZIE PROCESSSERVER" is displayed in the top right corner. The main content area is titled "Home" and contains a list of links: "New Case" (with a tooltip "File new case"), "File To Existing Case" (with a tooltip "File new case" and a description "File subsequent document to existing case"), "Filing Status" (with a tooltip "Check the status of filings"), "My Recent Cases" (with a tooltip "List of my cases"), and "Notifications" (with a tooltip "Review Notifications"). An arrow points from the "New Case" link to the "New Case" button.

3. Click on the correct court.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home » New Case Filing: Court

Court

Description
DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS
GENERAL DIVISION, COURT OF COMMON PLEAS
PROBATE COURT, COURT OF COMMON PLEAS
TENTH DISTRICT COURT OF APPEALS

4. From the Court page, click the correct court division.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home » New Case Filing: Court » New Case Filing: Court

Court

Description
CIVIL DIVISION
CRIMINAL DIVISION Coming Soon

5. From the Case Types page, choose the **Miscellaneous** case type.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home » New Case Filing: Court » New Case Filing: Court » Case Types

Case Types

Description
Civil
Executions
Judgment
Lis Pendens
Miscellaneous

6. From the Case subtype page, choose the **Miscellaneous (Miscellaneous Cases)** case subtype.

The screenshot shows the Franklin County eFiling website. The header includes the Franklin County eFiling logo, a banner image, and the text 'Electronic Filing'. The navigation bar has links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'SUZIE PROCESSSERVER'. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype. The page title is 'Case Subtype'. Below the title is a table with one row: 'Miscellaneous (Miscellaneous Cases)' with the description 'Senate Bill 10 (Adam Walsh Act)'. A 'Back' button is at the bottom left.

Description
Miscellaneous (Miscellaneous Cases) Senate Bill 10 (Adam Walsh Act)

[Back](#)

7. Click on **Add My Parties**.

The screenshot shows the Franklin County eFiling website. The header and navigation bar are the same as the previous page. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype » Case Initiation. The page title is 'Case Initiation: Miscellaneous (Miscellaneous Cases)'. Below the title is a form with a 'Filer Reference No' field and a label '(Enter your office reference number - if applicable)'. Below this is a section 'Add Case Participants' with two buttons: 'Add My Parties' and 'Add Other Parties'. Below these buttons is a table with three columns: 'Participant Name', 'Role', and 'Attorney(s) for Party'. At the bottom left are three buttons: 'Back', 'Save to Draft', and 'Next'.

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants [Add My Parties](#) [Add Other Parties](#)

Participant Name	Role	Attorney(s) for Party
------------------	------	-----------------------

[Back](#) [Save to Draft](#) [Next](#)

8. Add your Party Information. The required fields have asterisks by them.

Home > New Case Filing > Court > New Case Filing > Court > Case Types > Case Subtype > Case Initiation > Add a Party

Add a Party

Note: Any party to be served must be added as a distinct party.

Party Information

Party Type:

Business ☐ Person ☒

First Name *:

Middle Initial:

Last Name *:
(or Business Name)

Designation:

Mail Name:

Address Line 1 *:

Address Line 2:

Address Line 3:

City *:

State *:

Zip / Postal Code *:

[Add Additional Addresses](#) [Add](#)

[Address](#) [Delete](#)

Additional Aliases or Business Name for Party

Type:

Business ☐ Person ☒

First Name *:

Middle Initial:

Last Name *:
(or Business Name)

Designation:

[Add](#)

[Type](#) [Alias \(Business Name\)](#) [Delete](#)

Representation for this Party

Last Name	Supreme Court No.	State	Delete
Add Another or Replace Attorney:			
Attorney's Last Name:	<input type="text" value="PROCESS SERVER"/>		
Supreme Court No.:	<input type="text" value="1000043"/>		
Bar State:	Ohio		
Add			

[Back](#) [Next](#)

9. Important: Make sure that under the Representation for this Party, you enter PROCESS SERVER as Attorney's Last Name and 1000043 as Supreme Court No. Click Add, and click on Next.

Representation for this Party

Last Name	Supreme Court No.	State	Delete
Add Another or Replace Attorney:			
Attorney's Last Name:	<input type="text" value="PROCESS SERVER"/>		
Supreme Court No.:	<input type="text" value="1000043"/>		
Bar State:	Ohio		
Add			

[Back](#) [Next](#)

10. Click on the **Add Other Parties** button.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home > New Case Filing > Court > New Case Filing > Court > Case Types > Case Subtype > Case Initiation

Case Initiation: Miscellaneous (Miscellaneous Cases)

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants Add My Parties Add Other Parties

Participant Name	Role	Attorney(s) for Party
JOE JOHNSON	Primary Plaintiff	PROCESS SERVER

Back Save to Draft Next

11. Choose the **Business** radio button and enter in *Appointment Process Server* in Business Name filed. Enter in the court's address. Click Next.

Home > New Case Filing > Court > New Case Filing > Court > Case Types > Case Subtype > Case Initiation > Add a Party

Add a Party

Note: Any party to be served must be added as a distinct party.

Party Information

Party Type: Primary/Defendant

Business: ☒ Person

First Name: *

Middle Initial:

Last Name: * (or Business Name) APPOINTMENT PROCESS SERVER

Designation:

Mail Name:

Address Line 1: * 345 S HIGH ST

Address Line 2:

Address Line 3:

City: * COLUMBUS

State: * OHIO

Zip / Postal Code: * 43215

Additional Aliases or Business Name for Party

Type: Also Known As

Business: ☐ Person

First Name: *

Middle Initial:

Last Name: * (or Business Name)

Designation:

Add

Type Alias(Business Name) Delete

Representation for this Party

Last Name Supreme Court No. State Delete

Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State: Ohio

Add

Add Additional Addresses

Address Delete

Back Next

12. After entering the parties, click on **Next**.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERV

Home > New Case Filing: Court > New Case Filing: Court > Case Types > Case Subtype > Case Initiation

Case Initiation: Miscellaneous (Miscellaneous Cases)

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants Add My Parties Add Other Parties

	Participant Name	Role	Attorney(s) for Party
X	JOE JOHNSON	Primary Plaintiff	PROCESS SERVER
X	APPOINTMENT PROCESS SERVER	Primary Defendant	

Back Save to Draft Next

13. From the Add a Document page, choose the *Proposed Appointment of Special Process Server* from the **Document Type** dropdown. Browse for your Word document, and click on **Add**.

Note: eFlex will not allow a Proposed Order to be submitted alone. Another document (Motion: Designation of Process Server) must be uploaded as well.

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERV

Home > New Case Filing: Court > New Case Filing: Court > Case Types > Case Subtype > Case Initiation > Add a Document

Case Subtype : Miscellaneous (Miscellaneous Cases)

Document Category

Document Type * PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER

Additional Text

Acceptable File Format(s) (*.pdf, *.tif)

Document Location O:\1E-FILING TESTING-DOMESTIC\Motion Filings\Entry.docx Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	

Total Size: 0.0 MB

Back Move to Draft Next

14. Choose the *Motion: Designation of Process Server* from the **Document Type** dropdown. Browse for your pdf document, and click on **Add**. Click on **Next**.

The screenshot shows the Franklin County eFiling system interface. At the top, there is a header with the Franklin County eFiling logo and the text "Electronic Filing". Below the header, there is a navigation bar with links: Home, eFile, eFiling - Franklin County Ohio, and Log Out. The user is identified as "user: SUZIE PROCESSSERVER".

The main content area displays the breadcrumb trail: Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype » Case Initiation » Add a Document. Below this, the "Case Subtype : Miscellaneous (Miscellaneous Cases)" is selected.

The form includes the following fields:

- Document Category: A dropdown menu.
- Document Type *: A dropdown menu with "MOTION: DESIGNATION OF PROCESS SERVER" selected.
- Additional Text: A text input field.
- Acceptable File Format(s) (*.pdf, *.tif): A label indicating the supported file formats.
- Document Location: A text input field containing "O:\1E-FILING TESTING-DOMESTIC\Motion Filings\Motion for proces" and a "Browse..." button.
- Add to Submission: An "Add" button.

Below the form, there is a table listing the documents added to the submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	Order.docx		0.01 MB	--	

The total size of the documents is 0.01 MB.

At the bottom of the form, there are three buttons: "Back", "Move to Draft", and "Next".

15. You will be returned to the Add a Document screen. If you are ready to submit your filing, click on **Next**.

16. From the **Review and Approve** page, you may verify that you've uploaded the correct documents, delete or add more documents, edit the information you've entered and/or send a note to the clerk or court along with your filing. Once you have confirmed that you are ready to submit your filing, click on **Submit the Filing**.

Note: The radio button will default to **Pay by Credit Card** since there is a filing fee on Miscellaneous cases.

Home > New Case Filing > Court > New Case Filing > Court > Case Types > Case Subtype > Case Initiation > Add a Document > Review and Approve Filing

Review and Approve Filing

Case Title : JOE JOHNSON -VS- APPOINTMENT PROCESS SERVER

Case Subtype : Miscellaneous (Miscellaneous Cases)

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	Entry.docx
MOTION: DESIGNATION OF PROCESS SERVER	Motion for process server.pdf

Special Filing Instructions for the Clerk

Payment Method:

☒ Pay by Credit Card
☐ Estimated Fees: \$35.00

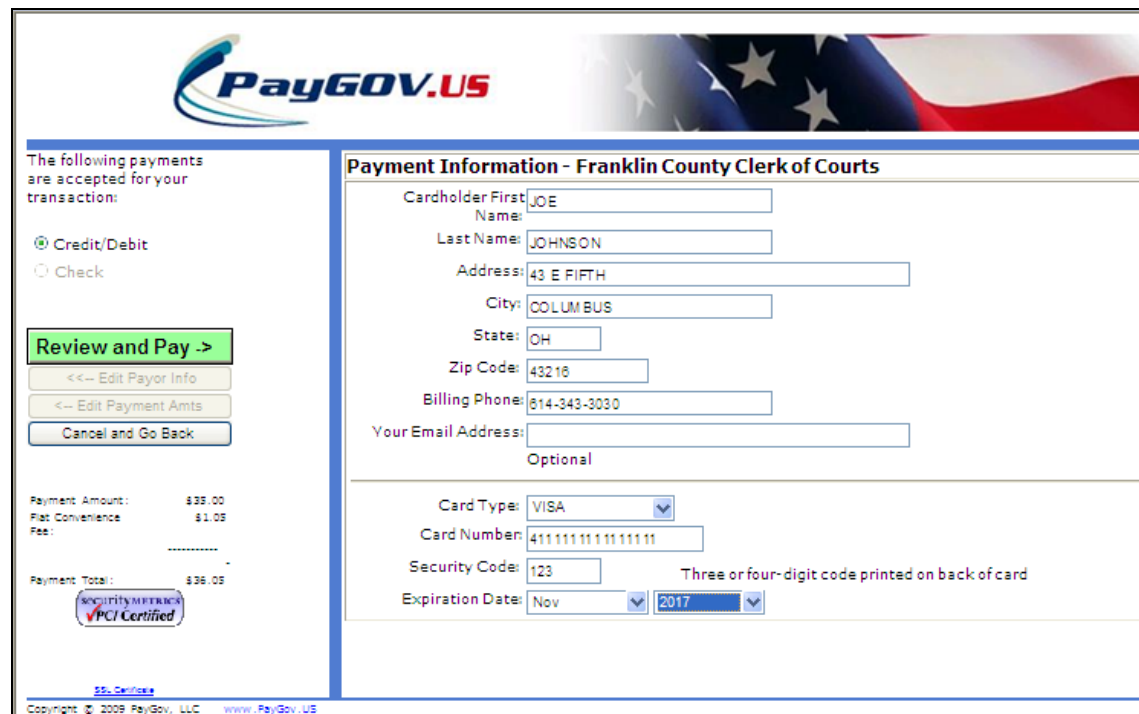
☐ INDIGENT/DEFER

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

17. Click on **OK**.



18. eFlex will direct you to the PayGov site where you will be required to enter in your credit card information.

A screenshot of the PayGov.US website's payment form for Franklin County Clerk of Courts. The form is titled "Payment Information - Franklin County Clerk of Courts". It includes fields for Cardholder First Name (JOE), Last Name (JOHNSON), Address (43 E FIFTH), City (COLUMBUS), State (OH), Zip Code (43216), Billing Phone (814-343-3030), and Your Email Address. There are also dropdown menus for Card Type (VISA) and Expiration Date (Nov 2017). A "Review and Pay" button is highlighted in green. The bottom left shows a payment summary: Payment Amount: \$35.00, Flat Convenience Fee: \$1.05, Payment Total: \$36.05. A "Security Metrics VPCI Certified" logo is also present.

19. If you agree, click the Agree checkbox. Click on Submit Payment.

The screenshot shows the PayGov.US payment interface. At the top is the PayGov.US logo and a US flag. Below the logo is a blue bar with the text "I Agree" and a checked checkbox. To the right of this bar is a yellow box containing the text: "By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE." Below the yellow box is another yellow box containing the text: "If you would like to make any changes to the information you have entered, please select the page from the buttons below." Below the yellow boxes are five buttons: "<<< Edit Payor Info", "<< Edit Payment Amts", "< Edit Payment Info", "Submit Payment ->" (highlighted in green), and "Cancel and Go Back". To the right of these buttons is a white box titled "Payment Information - Franklin County Clerk of Courts". Inside this box, the following information is displayed: Cardholder Name: JOE JOHNSON, Address: 43 E FIFTH : COLUMBUS, OH, Credit Card: VISA 4*****1111 exp 11/17, Payment Amount: \$35.00, Convenience Fee: \$1.05, Payment Total: \$36.05. At the bottom of the white box is the text "Copyright © 2009 PayGov, LLC www.PayGov.US". The bottom of the screenshot shows a Windows taskbar with the word "Done" and several icons.

20. Your filing is complete. From the **Your Filing has been submitted** page, you may click on **Filing Status** to view the status of your submission.

The screenshot shows the Franklin County eFiling submission confirmation page. At the top is the Franklin County eFiling logo and a banner image of a building. To the right of the banner is the text "Electronic Filing". Below the banner is a blue navigation bar with the following links: Home, eFile, Cases, My Profile, Log Out, and a user name "user: SUZIE PROCESSSERVER". Below the navigation bar is the text "Submission Confirmation". Below this text is the heading "Your Filing has been submitted". Below the heading is the text "Case Type: Miscellaneous (Miscellaneous Cases) -". Below this text is a "Note" that reads: "Note: This filing is now being processed and added to the Clerk of Court document repository. Once the documents associated with your filing have been stored, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 90 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court." Below the note is a button labeled "Filing Status".